

**Space Family Education, Inc.  
Board of Director's General Meeting**

**Th, Oct 15, 2009**

***Safety Report***

**Close Calls:** No new close calls were submitted over the past month. No close calls, no mishaps.

**Accident/Illness Report:** (Anything that was reported to NASA? Any safety-related events?)  
H1N1 virus 2 cases reported at SFEI, BOD gave kudos to SFEI for keeping the place clean.  
Incident in car child - accidentally closed. Sylvia will write a note to Safety tomorrow. Maybe a reminder will be placed in JSC today.

***Director's Report***

**Staffing**

**New Hires:** Office Manager - Amanda S filling in for Vanessa. Part time.

Ms Mimi expectd Nov 2nd to return.

Room 6 looking for teacher, still interviewing.

Kindergarten working well so far.

**Resignations:** None

**Operations**

**FACILITY:** Covering for playground structure will be removed this week.

***SPECIAL EVENTS***

Cookie dough sale going on until Oct 22nd. Cookie dough will be delivered Nov 12th.

Trick or treating on Oct 30th. It will be advertised in JSC today.

Spaghetti dinner on Oct the 30th.

Thanksgiving dinner on Nov 19th.

Fall festival on Oct 23rd.

## ***Committees Report***

### **Education Curriculum**

Report cards going home soon.

**Fundraising** Nothing to report.

**Newsletter & Webpage:** Nothing to report.

## ***Room Reports***

No room reports.

## ***Board Members' Reports***

**Policies and Procedures** (Nikky W) Sept updates online, room 3 spot filled next week, more offeres needed to fill the room.

One family in room 8 starting next week. Another will start in January. One from room 4 and room 9 leaving in the Jan timeframe.

Migration meeting next week with Crystal and Lianna

SOP update to remove K and other changes will be made.

Will need to cross-reference annual membership forms with wait list.

**Treasurer** (Clinton B.) Met with Nicole D a few weeks ago about budget, will do another scrub of the budget and finalize revision. Gave thumbs up for raises implemented this period, bonus for Nona approved. Summer camp was a boost in the summer, and we are looking well. Richard working on audit for next year.

**Secretary** (Ed F.) Nothing to report.

**Vice President** (Jennifer M.) About the buses, they are fine. One classroom going in the bus tomorrow. Nicole D reported they got back one of the buses, rusting in the fuse box, got it cleaned out. We will need to talk about licensing requirements and shoulder straps.

Teachers informed K will be out next year. A reminder about the closure will be sent to the SFEI membership.

Migration will be discussed next week.

Sent email to parents in rooms about parent watch. 27 responses 1/3 don't use it. If they use it is from once a month to every day. Seems people are not looking for an upgrade. Parentwatch will be contacted for upgrade option.

Form for evaluation handed out to the teachers.

Maybe we can have a teacher attend the SFEI BOD meeting.

**President** (Jay L.) Playgroung installation - final date not defined yet.  
Vanessa and Mimi doing well.  
Gifts for vanessa, Mimi and Dianna approved.  
Girls night out this week, going to the movies.

Raises and bonus: Question was raised on when they happen? Needs to be stated in SOP.  
September may be the date chosed as the raise timeframe.

Periodic evaluation for the Director may be added to the SOP.

#### **Member Walk-Ons:**

Parents night out - a date TBD - second week in Dec maybe, will have to be assesses.

#### **Future Topics:**

#### **Attendance:**

***BOD:*** Clinton B, Jennifer M, Nikki W, Nicole D, Ed F

***SFEI Staff:*** None

***NASA Liaison:*** Sylvia B

***Members:*** Susan B

***Guest Speaker:*** None

**The next meeting is scheduled for Tuesday Nov 17, 2009,  
SFEI Director's Office – 11:30 AM - 1:00 PM**